

DATE: JULY 11, 2011

INS110050

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ADMINISTRATIVE SERVICES ASSISTANT I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
HUMAN RESOURCES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: POSITION PERFORMS UNDER GENERAL SUPERVISION AT FULL PERFORMANCE LEVEL. MUST HAVE ABILITY TO WORK INDEPENDENTLY IN A MULTI-FACTED OFFICE ASSISTING APPROXIMATELY 400 FULL-TIME EMPLOYEES IN HUMAN RESOURCE MATTERS. SERVE AS FMLA COORDINATOR ADMINISTER FMLA POLICY; REVIEW LEAVE SLIPS TO DETERMINE POSSIBLE FMLA QUALIFYING EVENT. REVIEW FMLA DOCUMENTATION FOR ACCURACY AND COMPLETENESS. MAKE RECOMMENDATIONS TO DESIGNATE FMLA. PREPARE FMLA CORRESPONDENCE, FORMS AND OTHER DOCUMENTS GENERATE REPORTS. FURNISHED ASSISTANCE TO MANAGERS AND EMPLOYEES AS IT RELATES TO HUMAN RESOURCES FUNCTIONS. CONFERS WITH INTER AND INTRA AGENCY PERSONNEL TO RESOLVE PROBLEMS. WORKS CLOSELY WITH MANAGEMENT, EMPLOYEES AND PAYROLL REGARDING HUMAN RESOURCE MATTERS. REVIEWS PERSONNEL RELATED FORMS AND DOCUMENTS FOR CORRECTNESS AND COMPLETENESS. COMPOSES AND PREPARES MEMORANDUM, LETTERS AND OTHER CORRESPONDENCE. REVIEWS REQUISITIONS FOR STAFFING TO ENSURE THERE IS AN EXISTING VACANT POSITION. REVIEWS ALL APPLICATIONS AND RESUMES RECEIVED BY THE AGENCY FOR EMPLOYMENT TO ENSURE APPLICANTS MEET MIN. QUALIFICATIONS OF JOB CLASSIFICATION, AND REQUESTS ANY NECESSARY INFORMATION. ENTERS ALL QUALIFIED APPLICANTS INTO ACCESS DATABASE. ENTERS JOB POSTING INFORMATION INTO THE HRIS UTILITIES SYSTEM NEOGOV SYSTEM WHEN REQUESTING REGISTERS FOR THE OIC. MAY PARTICIPATE IN INITIAL JOB INTERVIEWS FOR VACANT POSTED POSITIONS SERVING AS THE HUMAN RESOURCES AND EMPLOYERS REPRESENTATIVE FOR A 400 FTE AGENCY. ABILITY TO WORK WITH HIGHLY SENSITIVE INFORMATION AND MAINTAIN CONFIDENTIALITY IS

REQUIRED. REQUIRES KNOWLEDGE OF REGULATIONS, STATE FEDERAL LABOR PROCESSES AND PROCEDURES PERTAINING TO HUMAN RESOURCES SERVICES. MUST HAVE KNOWLEDGE OF HRIS MICROSOFT, EXCEL AND ACCESS AND WORD TO COMPLETE ASSIGNMENTS AND GENERATE REPORTS PERTAINING TO AREAS OF ASSIGNMENT. MAY BE ASSIGNED SPECIAL PROJECTS BY DIVISION DIRECTOR. WILL BE REQUIRED TO SERVE AS BACK-UP TO INSURANCE COORDINATOR AND SECRETARY. WILL BE REQUIRED TO PARTICIPATE IN RECRUITMENT INITIATIVES TO ASSIST MANAGEMENT IN FILLING EXEMPT VACANT POSITIONS. CONDUCT EMPLOYEE EXIT INTERVIEWS. CONTACTS EMPLOYERS TO VERIFY REFERENCES. MAY BE REQUIRED TO PARTICIPATE IN THE INTERVIEW PROCESS. MAY BE REQUIRED TO CONDUCT NEW EMPLOYEE ORIENTATION. WILL WRITE JOB ADVERTISEMENTS AND PLACE ADVERTISEMENT, WILL TRACK COSTS AND APPROVE INVOICES FOR PAYMENT RELATED TO EMPLOYMENT ADVERTISEMENT. WILL BE EXPECTED TO CROSS TRAIN WITH OTHER ADMINISTRATIVE SERVICES ASSISTANTS IN DIVISION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD. SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING. EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR ADVANCED CLERICAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY EXPERIENCE. MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR ACCOUNTING ASSISTANT III LEVEL OR HIGHER. SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE

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REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: JULY 22, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
Cammie Wheeler
PO BOX 50540
Charleston, WV 25305

PLEASE INCLUDE POSTING NUMBER INS110050 ON APPLICATION